

Emergency Response Plan for Internship Safety and Other Emergencies

School of Civil Engineering and Architecture, Kunming University

In order to strengthen the safety management of student internships, prevent internship-related safety incidents, ensure timely and effective response to emergencies, safeguard the personal and property safety of students during internships, and maintain the normal order of internship activities (including off-campus cognitive internships, production internships, and graduation internships), this Emergency Response Plan is formulated in accordance with relevant University regulations.

I. Emergency Organisational Structure for Internship Safety and Emergency Response

(I) Internship Safety and Emergency Response Leadership Group

Group Leader:

Party Secretary, Dean

Deputy Group Leaders:

Deputy Party Secretary, Vice Dean

Members:

Department Heads and Internship Supervisors

(II) Responsibilities of the Leadership Group

1. Implement University regulations concerning off-campus internship safety management.
2. Supervise and inspect internship safety conditions, ensure implementation of safety measures, and organise, coordinate, and direct emergency response actions.
3. Respond promptly to internship-related emergencies and report incidents to relevant authorities; cooperate with emergency services such as public security, fire services, and medical responders.

4. Safeguard the legal rights and interests of students and manage communication with media where necessary.
 5. Ensure implementation of all internship safety measures, including pre-internship safety education, safety preparation, supervision, and risk prevention.
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II. Pre-Internship Safety Education and Preparatory Measures

1. Internship activities shall adhere to the principle of "Safety First."
 2. Departments shall organise preparatory meetings to strengthen students' safety awareness and self-protection capability.
 3. Internship applications shall be formally submitted and approved through institutional administrative systems.
 4. Internship supervisors shall provide safety training and ensure students understand institutional and workplace safety regulations.
 5. Students shall inform their parents or guardians and obtain consent prior to internship participation.
 6. Departments shall establish formal agreements with internship host organisations defining safety responsibilities.
 7. Students shall obtain appropriate internship insurance coverage.
 8. All responsible personnel shall maintain effective communication channels.
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III. Establishment of Temporary On-Site Emergency Command

In the event of an emergency, internship supervisors and host organisations shall immediately assess the situation and contact emergency services (medical, fire, or police) where necessary.

The Leadership Group shall establish a temporary emergency command structure to coordinate rescue operations, ensure student safety, and activate the appropriate emergency response level.

IV. Classification and Activation of Emergency Response Levels

Emergency response procedures shall be activated in the event of safety incidents, including but not limited to:

- Equipment damage
- Physical conflicts
- Occupational injury
- Food poisoning
- Sudden illness
- Drowning
- Traffic accidents
- Missing persons
- Fire or explosion
- Criminal activity
- Natural disasters such as earthquakes

Emergency responses shall be classified into four levels:

(I) Level IV Emergency Response

Scope:

Minor incidents involving student violations resulting in limited equipment damage without serious consequences.

Responsible Personnel:

Internship supervisors and host organisation supervisors.

Procedures:

- Immediate notification of internship supervisors;
 - Investigation and resolution;
 - Documentation and reporting to department leadership.
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(II) Level III Emergency Response

Scope:

Incidents involving student misconduct, disputes, or minor injury.

Responsible Personnel:

Department Head.

Procedures:

- Immediate intervention to prevent escalation;

- Medical treatment where necessary;
 - Investigation, disciplinary measures, and reporting to School leadership.
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(III) Level II Emergency Response

Scope:

Incidents involving significant equipment damage or personal injury.

Responsible Personnel:

Vice Dean responsible for teaching.

Procedures:

- Immediate emergency response and medical assistance;
 - Notification of School leadership and relevant authorities;
 - Coordination of rescue and follow-up actions.
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(IV) Level I Emergency Response

Scope:

Major accidents involving serious injury or fatality.

Responsible Personnel:

Internship Safety Leadership Group.

Procedures:

- Immediate emergency response and reporting to higher authorities;
 - Coordination with emergency services and relevant institutions;
 - Communication with families and stakeholders;
 - Documentation and institutional reporting.
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V. Investigation and Accountability

Students or staff violating internship safety regulations shall be subject to disciplinary measures. Violations of law shall be handled in accordance with applicable legal provisions.

Failure to report incidents or deliberate concealment of information shall result in disciplinary or legal consequences.

VI. Incident Investigation Report

Following resolution of an emergency incident, the responsible department shall prepare a formal Incident Report, including:

- Nature of the incident
- Cause analysis
- Response measures
- Assignment of responsibility
- Outcome and corrective actions
- Preventive measures

Reports shall be submitted to the Internship Safety Leadership Group.

VII. Supplementary Provisions

This Emergency Response Plan shall enter into force upon official publication. The Internship Safety Leadership Group of the School of Civil Engineering and Architecture shall be responsible for its interpretation and implementation.